

Kiveton & Wales Nursery

POLICIES FOR SAFETY & SECURITY

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Health and safety policy

This policy was adopted by *Kiveton & Wales Nursery* on
08/01/2023.

Designated Health and Safety Officer is: *Joanne Davies/ Deputy
Gaynor Garcia*

Aim

Our provision is a suitable, clean and safe place for children to be cared for, where they can grow and learn. We meet all statutory requirements for health and safety and fulfil the criteria for meeting the Early Years Foundation Stage Safeguarding and Welfare Requirements.

Objectives

- We recognise that we have a corporate responsibility and duty of care towards those who work in and receive a service from our provision. Individual staff and service users also have responsibility for ensuring their own safety as well as that of others. Adherence to policies and procedures and risk assessment is the key means through which this is achieved.
- Insurance is in place (including public liability) and an up-to-date certificate is always displayed.
- Risk assessments are carried out to ensure the safety of children, staff, parents, and visitors. Legislation requires all those individuals in the given workplace to be responsible for the health and safety of premises, equipment and working practices.

- Smoking and vaping is not allowed on the premises, both indoors and outdoors. Staff do not smoke or vape in their work clothes and are requested not to smoke or vape within at least one hour of working with children. The use of electronic cigarettes are not allowed on the premises.
- Staff must not be under the influence of alcohol or any other substance which may affect their ability to care for children. If staff are taking medication that they believe may impair them, they seek further medical advice and only work directly with children if that advice is that the medication is unlikely to impair their ability to look after children. The setting manager must be informed.
- Alcohol must not be brought onto the premises for consumption.
- Risk assessments are monitored and reviewed by those responsible for health and safety.

Legal references

Health and Safety at Work etc Act 1974

Health and Safety (Consultation with Employees) Regulations 1996

Management of Health and Safety at Work Regulations (1999)

Regulatory Reform (Fire Safety) Order 2005)

Electricity at Work Regulations (1989)

Regulation (EC) No 853/2004 of the European Parliament and of the Council on the hygiene of foodstuffs

Manual Handling Operations Regulations (1992) (Amended 2002)

Medicines Act (1968)

Reporting of Injuries, Diseases and Dangerous Occurrences

Regulations (RIDDOR) (Amendment) Regulations 2012

Control of Substances Hazardous to Health (COSHH) Regulations
2004

Health and Safety (First Aid) Regulations 1981

Childcare Act 2006

Further guidance

[Dynamic Risk Management in the Early Years](#) (Alliance Publication)

Health and Safety Executive www.hse.gov.uk/risk

Food Standards Agency www.food.gov.uk

Ministry of Housing, Communities & Local Government

www.communities.gov.uk

1. Health and Safety Responsibilities

First Aid - Joanne Davies, Gaynor Garcia

First Aid Box - Joanne Davies, Gaynor Garcia

Accident Book - Joanne Davies, Gaynor Garcia

2. Fire Safety

Fire Drill - 1 to 2 room staff to assist 3 months to 1 area and registration person to check toilets and collect register in each room.

Fire Alarms - High school will carry out weekly checks on alarm and a full fire drill will be practised termly.

Fire Fighting equipment - Fire Officer, OFSTED Inspector

Electrical equipment - Qualified electrician

3. Responsibilities for Action

All staff and committee have final responsibility for Health and Safety within the group. Joanne Davies (manager) is responsible for this policy being carried out on a daily basis whilst present at the premises at Kiveton & Wales Nursery. Gaynor Garcia will be responsible as her deputy.

4. Local Health & Safety Officers Number - 011402912300

Doctor - 01909 770213 (Kiveton Park Practice)

Social Services - 01709 336080

Ofsted: 08456 40 40 40/ 0300 123 1231

Risk Assessments are carried out and recorded daily/weekly/termly/yearly and are kept in folders within the nursery.

1. Hazards

Kitchen clean at all times
equipment

Safely storing Foods
Allergy List
Fridge's
Sun awareness and protection guidelines
Kitchen Mop
No hot drinks consumed in room's

2. Toilet safety and hazards

All cleaning fluids safely stored in cupboard
Toilet mop
Use gloves and an apron for changing accidents and incidents
Nappies in nappy sacks and placed in nappy bin
Babies changed on changing unit
Rubber gloves provided for cleaning
Mats to be anti backed after each use

3. Floor Safety

Keep clear of tripping hazards, trailing wires and spills
Wear non-slip soles

4. Storeroom

Kept tidy at all times
Toys and equipment to be stored safely

5. Outdoor Access Hazards

Check main access ices quickly in winter

6. Fire Awareness

Read fire procedures
Know where fire equipment is

Health and safety designated person is Joanne Davies

All health and safety policies are in compliance with COSHH- Control of Substances Hazardous to Health (2002)

Health and safety procedures

Risk assessment

Risk assessments are carried out to ensure the safety of children, staff, parents and visitors. Legislation requires all individuals in the workplace to be responsible for the health and safety of premises, equipment and working practices. We have a 'corporate responsibility' towards a 'duty of care' for those who work in and receive a service from our provision. Individuals also have responsibility for ensuring their own and others safety.

A Generic risk assessment form is completed for each area of work, and the areas of the building that are identified in these procedures

Risk assessment means: Taking note of aspects of your workplace and activities that could cause harm, either to yourself or to others, and deciding what needs to be done to prevent that harm, making sure this is adhered to and is updated when necessary.

The law does not require that all risk be eliminated, but that 'reasonable precaution' is taken. This is particularly important when balancing the need for children to be able to take appropriate risks

through physically challenging play. Children need the opportunity to work out what is not safe and what they should do when faced with a risk.

Daily safety sweeps and checks indoors and outdoors

Safety sweeps are conducted when setting up for the day prior to children arriving or closing in the evening. Sometimes a safety sweep will identify a risk that requires a formal risk assessment on form. For example, if a window latch is becoming stiff and an educator has to stand on a chair in order to reach it to ensure it has closed properly.

Health and safety risk assessments

Health and safety risk assessments inform procedures. Staff and parents should be involved in reviewing risk assessments and procedures, as they are the ones with first-hand knowledge as to whether the control measures are effective and they can give an informed view to help update procedures accordingly.

Health and safety procedures

Manual handling

- All staff comply with risk assessment and have a personal responsibility to ensure they do not lift objects likely to cause

injury. Failure to do so may invalidate an insurance claim.

- Members of staff bring the setting manager's attention to any new risk, or situations where the control measures are not working.
- Risk assessments may need to be changed for some individuals, such as a pregnant woman, or staff with an existing or previous injury or impairment that may affect their capacity to lift.

Guidelines:

- Do not lift heavy objects alone. Seek help from a colleague.
- Bend from the knees rather than the back.
- Do not lift very heavy objects, even with others, that are beyond your strength.
- Items should not be lifted onto, or from, storage areas above head height.

- Do not stand on objects, other than proper height steps, to reach high objects and never try to overreach.
- Push rather than pull heavy objects.
- Do not carry heavy objects up or down stairs; or carry large objects that may block your view of the stairs.
- Do not hold babies by standing and resting them on your hips.
Please note this is not an exhaustive list.
- Managers are responsible for carrying out risk assessment for manual handling operations, which includes lifting/carrying children and lifting/carrying furniture or equipment.

Threats and Abuse Towards Staff and Volunteers

The setting is responsible for protecting the health and safety of all staff and volunteers and has a duty of care in relation to their physical and emotional well-being. We believe that violence, threatening behaviour and abuse against staff are unacceptable and will not be tolerated. Where such behaviour occurs, we will take all reasonable and appropriate action in support of our staff and volunteers.

- Staff and volunteers have a right to expect that their workplace is a safe environment, and that prompt and appropriate action will be taken on their behalf if they are subjected to abuse, threats, violence or harassment by parents, service users and other adults as they carry out their duties.
- The most common example of unreasonable behaviour is abusive or intimidating and aggressive language. If this occurs, the ultimate sanction, where informal action is not considered to be appropriate or has proved to be ineffective, is the withdrawal of permission to be on the premises.
- Where a person recklessly or intentionally applies unlawful force on another or puts another in fear of an immediate attack, it is an offence in law which constitutes an assault. We would normally expect the police to be contacted immediately.

There are three categories of assault, based on the severity of the injury to the victim.

1. Common Assault - involving the threat of immediate violence or causing minor injury (such as a graze, reddening of the skin or

minor bruise).

2. Actual Bodily Harm - causing an injury which interferes with the health or comfort of the victim (such as multiple bruising, broken tooth or temporary sensory loss).

3. Grievous Bodily Harm - causing serious injury (such as a broken bone or an injury requiring lengthy treatment).

There is also an aggravated form of assault based upon the victim's race, religion, disability or sexual orientation and other protected characteristics as defined in the Equality Act 2010 which carries higher maximum penalties.

It is important to note that no physical attack or injury needs to have occurred for a common assault to have taken place. It is sufficient for a person to have been threatened with immediate violence and put in fear of a physical attack for an offence to have been committed.

Any staff member or volunteer who feels under threat or has been threatened, assaulted, or intimidated in the course of their work must report this immediately to their manager who will follow the setting manager's procedures and guidance for responding.

999 should always be used when the immediate attendance of a police officer is required. The police support the use of 999 in all cases where:

- there is danger to life
- there is a likelihood of violence
- an assault is, or is believed to be, in progress
- the offender is on the premises
- the offence has just occurred, and an early arrest is likely

If it is not possible to speak when making a 999 call because it alerts an offender, cough quietly or make a noise on the line, then follow the prompts to dial 55 (mobiles only) for a silent call. Police may be able to trace the call and attend the premises.

Harassment and intimidation

Staff may find themselves subject to a pattern of persistent unreasonable behaviour from individual parents or service users. This behaviour may not be abusive or overtly aggressive but could be

perceived as intimidating and oppressive. In these circumstances staff may face a barrage of constant demands or criticisms on an almost daily basis, in a variety of formats for instance, email or telephone. They may not be particularly taxing or serious when viewed in isolation but can have a cumulative effect over a period of undermining their confidence, well-being, and health. In extreme cases, the behaviour of the parent or other service user may constitute an offence under the Protection from Harassment Act 1997, whereby:

A person must not pursue a course of conduct:

(a) which amounts to harassment of another, and

(b) which he knows or ought to know amounts to harassment of the other.

If so, the police have powers to act against the offender. Such situations are rare but, when they do arise, they can have a damaging effect on staff and be very difficult to resolve. If the actions of a parent appear to be heading in this direction, staff should speak to their manager who will take appropriate action to support. This may include the manager sending a letter to the aggressor, warning them that their behaviour is unacceptable and may result in further action being taken against them. All incidents must be recorded and reported to the owners/directors/trustees..

Banning parents and other visitors from the premises

- Parents and some other visitors normally have implied permission to be on the premises at certain times and for certain purposes, and they will not therefore be trespassers unless the implied permission is withdrawn.
- If a parent or other person continues to behave unreasonably on the premises a letter will be sent to them from the trustees, withdrawing the implied permission for them to be there.
- Further breaches may lead to prosecution of the person concerned by the police and they are treated as a trespasser.
- Full records are kept of each incident, in the Reportable Incident Record, including details of any person(s) who witnessed the behaviour of the trespasser(s), since evidence will need to be provided to the Court.

Dealing with an incident

- We would normally expect all cases of assault, and all but the most minor of other incidents, to be regarded as serious matters which should be reported to the setting manager

and/or the police and followed up with due care and attention.

- A record of the incident must be made whether the police are involved or not.
- Whilst acknowledging that service users i.e. parents and families, may themselves be under severe stress, it is never acceptable for them to behave aggressively towards staff and volunteers. Individual circumstances along with the nature of the threat are considered before further action is taken.
- All parties involved should consider the needs, views, feelings and wishes of the victim at every stage. We will ensure sympathetic and practical help, support and counselling is available to the victim both at the time of the incident and subsequently.
- A range of support can be obtained:
 - from the setting manager, trustees and/or a staff colleague
 - from Victim Support on giving evidence in court

- In non-urgent cases, where the incident is not thought to be an emergency, but police involvement is required, all staff and volunteers are aware of the non-emergency police contact number for the area.
- 999 calls receive an immediate response. Unless agreed at the time, non-emergency calls are normally attended within 8 hours (24 hours at the latest).
- When they attend the setting or service, the police will take written statements from the victim (including a 'Victim Personal Statement') and obtain evidence to investigate the offence in the most appropriate and effective manner.
- The Police will also consider any views expressed by the setting manager/trustees as to the action they would like to see taken. The manager should speak to the victim and be aware of his or her views before confirming with the police how they wish them to proceed.
- In some cases the victim may be asked by the police if he/she wishes to make a complaint or allegation against the alleged offender. It is important to ensure that the victim can discuss the matter with their line manager, a colleague or

friend before deciding on their response. It is helpful for the victim to be assured that, if there is a need subsequently to give evidence in court, support can be provided if it is not already available from Victim Support.

- The decision regarding whether an individual is prosecuted is made by the police or Crown Prosecution Service (CPS) based on the evidence and with due regard to other factors.
- After the incident has been dealt with, a risk assessment is done to identify preventative measures that can be put in place to minimise or prevent the incident occurring again.

Harassment or intimidation of staff by parents/visitors

- Where the parent's behaviour merits it, the setting manager, with another member of staff present, should inform the parent clearly but sensitively that staff feel unduly harassed or intimidated and are considering making a complaint to the police if the behaviour does not desist or improve. The parent should be left in no doubt about the gravity of the situation and that this will be followed up with a letter issued by the manager

- The setting manager and trustees might wish to consider advising the parent to make a formal complaint. Information about how to complain is clearly displayed for parents and service users.
- If the investigation concludes that the parent's expectations and demands are unreasonable, and that they are having a detrimental effect on staff, the findings can strengthen the setting manager's position in further discussions with the parent and subsequently, if necessary, with the police. Complaints relating to potential breaches of the EYFS Safeguarding and Welfare requirements will be managed according to the Complaints procedure for parents and service users.

Visitor or intruder on the premises

The safety and security of the premises is maintained at all time and staff are vigilant in areas that pose a risk. A risk assessment is completed to ensure that unauthorised visitors cannot gain access.

Visitors with legitimate business - generally a visitor will have made a prior appointment

- On arrival, they are asked to verify their identity and confirm who they are visiting.
- Staff will ask them to sign in and explain the procedures for the use of mobile phones and emergency evacuation.
- Visitors (including visiting VIPs) are never left alone with the children at any time.
- Visitors to the setting are monitored and asked to leave immediately should their behaviour give cause for concern.

Intruder

An intruder is an individual who has not followed visitor procedures and has no legitimate business to be in the setting; he or she may or may not be a hazard to the setting.

- An individual who appears to have no business in the setting will be asked for their name and purpose for being there.
- The staff member identifies any risk posed by the intruder.

- The staff member ensures the individual follows the procedure for visitors.
- The setting manager is immediately informed of the incident and takes necessary action to safeguard children.
- If there are concerns for the safety of children, staff evacuate them to a safe place in the building and contact police. In some circumstance this could lead to 'lock-down' of the setting and will be managed by the responding emergency service .(see lockdown procedure)
- The designated safeguarding lead informs their designated officer of the situation at the first opportunity.

Further guidance

[Visitors Signing In Record](#)

Face painting

Children are face painted only if parents have given prior written consent. Verbal consent is fine at events where parents are present. A child who does not want to have their face painted will not be made to continue.

Children under two years of age are generally not fully face painted, however a nose and whiskers (or similar) is fine. Having an arm or hand painted with a flower, star or butterfly is also an option for very young children who may not sit still.

- Children with open sores, rashes or other skin conditions are not painted.
- Glitter based face paints are not used on children under two years of age.
- Members of staff painting children's faces wash their hands before doing so, cover any cuts or abrasions and ensure they have the equipment they need close to hand.
- Only products with ingredients compliant with EU and FDA regulations are used.
- Clean water is used to wash brushes and sponges between children. Ideally a sponge is used once only before being machine washed on a hot cycle.
- Staff face painting at an event ensures they have a comfortable chair or shoes if standing, to reduce the risk of

back or neck strain. Face painting is an activity that can cause repetitive stress injuries, therefore, regular breaks are not taken at events such as fetes

Notifiable incident, non- child protection

Staff respond swiftly, appropriately and effectively in the case of an incident within the setting. Notifiable incidents in this procedure are those not involving child protection.

A 'notifiable' incident' could include:

- fire or suspected arson
- electric or Gas fault
- burst pipe, severe leak or flooding
- severe weather that has caused an incident or damage to property
- break-in with vandalism or theft
- staff, parent or visitor mugged or assaulted on site or in vicinity on the way to or from the setting
- outbreak of a notifiable disease
- staff or parent threatened/assaulted on the premises by a parent or visitor
- accidents due to any other faults (that are reportable under RIDDOR)
- lost child

- any event or information that becomes known, that may have implications for the setting or the wider organisation in the future use

The designated health and safety officer:

- has all emergency services numbers immediately to hand
- has a list of contacts for maintenance and repair
- ensure that members of staff know what to do in an emergency
- risk assess the situation and decides, with the trustees, if the premises are safe to receive children before any children are arrive or to offer a limited service

Emergency evacuation

In most instances, children will not be evacuated from the premises unless there is an immediate risk or unless they are advised to do so by the emergency services.

- There is an emergency evacuation procedure in place which is unique to the setting and based upon risk assessment in line with others using the building.
- Emergency evacuation procedures are practised regularly and are reviewed according to risk assessment (as above).
- Staff evacuate children to a pre-designated area (as per the fire drill), unless advised by the emergency services that the designated area is not suitable at that time.

- Once evacuated, nobody enters the premises, until the emergency services say so.
- Members of staff will act upon the advice of the emergency services at all times.

Emergency Closure

The circumstances under which the setting may be closed due to an incident include:

- The trustees make the decision to close - thereby withdrawing the service.
- A third party makes the decision to close for example:
 - a school, where the setting is on a school site
 - the emergency services
- A parent makes the decision for their child not to attend.
- If a parent makes the decision for their child not to attend due to a critical incident, the child's fees are due as normal.
- Further consideration of individual incidents must be done in consultation with the trustees.

Recording and reporting

- On discovery of the notifiable incident, the member of staff reports to the appropriate emergency service, fire, police, ambulance, if those services are needed.

- The member of staff ensures that the setting manager and/or deputy are informed (if not on the premises at the time) and that the trustees are informed.
- The setting manager completes and sends an incident record to the trustees, who, according to the severity of the incident notifies Ofsted or RIDDOR.
- If the incident indicates that a crime may have been committed, all staff witness to the incident should make a written statement.
- Staff do not discuss the incident with the press.

RIDDOR reportable events include:

- Specified injuries at work, as detailed at www.hse.gov.uk/pubns/indg453.pdf
- Fatal accidents to staff, children and visitors (parents).
- Accidents resulting in the incapacitation of staff for more than seven days.
- Injuries to members of the public, including parents' and children, where They are taken to hospital.
- a member of staff injures back at work through lifting and is off for two weeks
- a parent slips on a wet floor near the water tray and is taken to hospital

- a child falls from a climbing frame and is taken to hospital
- the ceiling collapses
- an outbreak of Legionella

The setting manager informs the trustees and completes an accident and/or incident record; witness statements are taken as previously detailed.

If the incident is RIDDOR reportable, the setting manager telephones HSE Contact Centre on 0345 300 9923 or reports online at www.hse.gov.uk/riddor/report.htm

RIDDOR Reportable events require reporting to RIDDOR within 15 days of the event occurring.

The local authority investigates all reported injuries, diseases or dangerous occurrences. They will decide if there has been a breach in health and safety regulations and will decide what measures will be taken.

The trustees review how the situation was managed, as above, to ensure that investigations were rigorous and that policies and procedures were followed.

If an insurance claim is likely:

- incidents such as fire, theft or flood are notified to the insurance provider immediately

- the setting does not admit liability
- if broken or faulty equipment is involved, it must not be repaired, destroyed or disposed of, in case it is needed during the investigation
- if communication from a solicitor is received on behalf of the injured party, this is sent directly to the insurance provider; the setting manager will then write to the solicitor to confirm that the letter has been passed on
- the incident is not discussed with any outside persons, or other parents, no matter what questions they may ask about their own child's safety in relation to the incident, as it is regarded as confidential under the Data Protection Act.

Reviewed January 2025 by Joanne Davies- Manager
Next review January 2026

Kiveton & Wales Nursery

Arrivals and Departure Policy and Procedure

Arrivals

It is our policy to give a warm welcome to all our children on their arrival to nursery.

Entrance into nursery is via the main entrance, parents ring the doorbell to be let into the building.

Visitors will also use this entrance and **ALL** must sign in.

Arrival Procedure

All children are to be taken to their allocated room by the person who is responsible for them.

The person dropping off **MUST** make the room staff aware of their arrival, and the time to be recorded on the register.

The person dropping off should place the child's belongings in the appropriate places.

Both the person dropping off and the staff member will then spend time exchanging information. This information will be used to assess the child's day.

Some of the information exchanged will be as follows:

An overview of the child since their last attendance

What they have eaten before attending nursery

Are they in good health? If not, what are the problems?
Who will be collecting them at the end of the session?

Have they had medication in the past 12 hours? If yes What?

The arrival and departure time of each child will be recorded on the registers.

Any specific information provided by the parents should be recorded and passed onto the relevant member of staff/key person.

If a parent/carer requests that their child be given medication during the day the staff member must ensure that the medicine consent form is completed and signed (staff should follow administration of medicine policy).

If a child has an existing injury, bruises, bumps etc. Parents/carer have a responsibility of informing staff of this when dropping the child off and should complete an accident occurring out of nursery form.

Departures

Collecting children from nursery is in principle the same as for arriving. After granting access to a parent or visitor, members of staff are then responsible for ensuring the conduct of such persons and that appropriate access to the children is allowed and supervised.

Parents must arrive in good time to ensure collection before the session ends or closure time. Parents will be given feedback about their child's time spent at nursery and the time of departure will be recorded in the register.

Arrivals and Collection Security

Departure arrangements at registration:

Upon registration parents must provide names for the persons other than themselves to collect their child, at least two named persons are required in cases of emergency.

Children will only be released from the care of the nursery to individuals named by the parent.

Departures- Extra

In the event of children being collected by those other than them named:

The parent must inform the nursery without delay that they will not be able to collect their child.

A unique password set between parent, collector and nursery must be used and received before handing over the child into their care.

The parent must ensure that a suitable person will collect their child in their absence. Suitable person must be over 16 years and capable of caring for the child in the parents absence.

If the nursery is unable to identify the person with the details provided by the parent then the nursery will not be able to release the child from its care.

All staff should be aware that some children are not allowed to come into contact with members of their own family (a court order for example or if the parent doesn't have parental responsibility). In such circumstances a record is kept of each child and the names of those family members with whom that child is forbidden contact. If

one of these family members should come to nursery ; they must not be granted access and the manager or person in charge must deal with the situation and ensure no contact is permitted. The child's primary carer must be informed of the incident immediately thereafter.

Parents/carers or authorised people may be asked to wait outside the nursery door if a member of staff hasn't met one of them before or doesn't recognise them. They will seek advice from senior staff members.

Incapacitated parent/carers

Incapacitated refers to a condition which renders a parent/carers unable to take responsibility for their child; this could be at the time of collecting their child from the setting or on arrival. Concerns may include:

- appearing drunk
- appearing under the influence of drugs
- demonstrating angry and threatening behaviour to the child, members of staff or others
- appearing erratic or manic

Informing

- If a member of staff is concerned that a parent displays any of the above characteristics, they inform the designated

safeguarding lead as soon as possible.

- The designated safeguarding lead assesses the risk and decides if further intervention is required.
- If it is decided that no further action is required, a record of the incident is made on form 06.1b Safeguarding incident reporting form.
- If intervention is required, the designated safeguarding lead speaks to the parent in an appropriate, confidential manner.
- The designated safeguarding lead will, in agreement with the parent, use emergency contacts listed for the child to ask an alternative adult to collect the child.
- The emergency contact is informed of the situation by the designated safeguarding lead and of the setting's requirement to inform social care of their contact details.
- The designated officer is informed of the situation as soon as possible and provides advice and assistance as appropriate.
- If there is no one suitable to collect the child, social care are informed.
- If violence is threatened towards anybody, the police are called immediately.
- If the parent takes the child from the setting while incapacitated the police are called immediately and a referral is made to social care.

Recording

- The designated safeguarding lead completes a Safeguarding incident reporting form and if social care were contacted a Confidential safeguarding incident report form is completed by the designated officer. If police were contacted a Confidential safeguarding incident report form should also be copied to the trustees.
- Further updates/notes/conversations/ telephone calls are recorded.

3. Staff

Staff will sign in and out on the sign in sheets.

Reviewed January 2025 by Joanne Davies- Manager
Next review January 2026

Kiveton & Wales Nursery

Nursery Room

Fire/ Emergency Evacuation Procedure

On hearing the fire alarm, staff will escort the children and head to the nearest fire exit. All staff will assist with escorting children to the assembly point.

Fire exits are clearly marked in all areas of the building.

Senior staff are to collect the Register and Health Form file in each room.

All staff are responsible for the room they are based in.

The assembly point is the car park. If the need arises to move further away from the building the children will be moved on to the high school field.

Staff will complete a register check once in a safe place.

The Manager / Deputy will call the Emergency Services.

The Fire Officer for the setting is; Joanne Davies / Gaynor Garcia

The building is only to be re-entered on the instructions of the Fire Brigade.

In the event of us not being able to re-enter the building parents will be contacted.

Kiveton & Wales Nursery

Toddler/Baby Room

Fire/ Emergency Evacuation Procedure

On hearing the fire alarm, staff will escort the children and head to the nearest fire exit. All staff will assist with escorting children to the assembly point. All staff will assist non-mobile children and escort them to the assembly point.

Fire exits are clearly marked in all areas of the building.

Senior staff are to collect the Register and Health Form file in each room.

All staff are responsible for the room they are based in.

The assembly point is the car park. If the need arises to move further away from the building the children will be moved on to the high school field.

Staff will complete a register check once in a safe place.

The Manager / Deputy will call the Emergency Services.

The Fire Officer for the setting is; Joanne Davies / Gaynor Garcia

The building is only to be re-entered on the instructions of the Fire Brigade.

In the event of us not being able to re-enter the building parents will be contacted.

Kiveton and Wales Nursery

Premises and Security

- Doors are kept locked at all times and have a key code entry system known only to staff and High school staff.
- Premises have a visual check both indoors and outdoors each day and are kept safe and secure.
- Premises Risk Assessments are in place and reviewed after use or annually.
- Visitors are identified and logged in visitors book, recording name, purpose of visit, details of arrival and departure times.
- Staff have the right to refuse entry to the setting.
- Equipment is checked daily to make sure it is safe and age appropriate when it is put out for the children's use.
- Register of arrival and departure times of staff, children, students and volunteers.
- Notifications from parents/carers where children are to be collected by another adult and children never leave unsupervised.
- Ratio's adhered to at all times.
- Staff regularly check children throughout the day.
- Staff can be identified by their name & photo on display.
- Risk assessments are made for outings, including required adult:child ratios, nature of outing, planned route etc.
- Written permission for children to take part in outings.
- Essential records and equipment taken on outings, e.g. contact numbers, first aid kit, mobile phone.
- Staff will contact the Police if they feel the security of the setting has been compromised.
- Contingency arrangements have been put in place should it be necessary to evacuate the setting, this is at Wales High School. Children will be safely escorted and parents will be called to come to collect their children

Reviewed January 2025 by Joanne Davies- Manager
Next review January 2026

Lock Down Policy

Our Nurseries lock-down policy aims to ensure that all children, staff and visitors remain in a safe and secure location in the event of a possible personal/nursery threat and that the exposure to danger and possible risk of harm are minimised.

Initial Notification

In the event of a critical incident requiring 'lock down; the person witnessing the incident must try to notify the manager/Deputy Manager to raise the alarm. The manager/deputy manager will determine the risk and need for a lock down;. All rooms will be notified using the internal intercoms and the high school area will be informed by the manager /deputy. Where it is possible to obtain and use the phone safely, emergency services will be called.

Movement around the building

All staff and children will remain in the areas they are in, if safe to do so. If children are outside playing, staff are to promptly direct children into the building, if it is safe to do so. When children are gathered they will be seated on the floor away from windows and blinds. Staff members will make efforts to close and lock rooms and windows which could permit access into the room. All lights are to be turned off. Staff must try to ensure(as best as possible) children are kept calm and quiet as possible. Staff are to keep alert to the emotional needs of the children. It may be appropriate to play little lion sleeping.

A register /head count should be taken at this time.

Terrorist threat/attack and lock-down

Most procedures for handling an emergency are focussed on an event happening in the building. However, in some situations you will be advised to stay put (lock-down) rather than evacuate. 'Lock-down' of a building/group of buildings is intended to secure and protect occupants in the proximity of an immediate threat. By controlling movement in an area, emergency services can contain and handle the situation more effectively.

- The setting manager assesses the likelihood of an incident happening based on their location.
- The setting manager will check our police website for advice and guidance.
- Local police contact numbers are clearly displayed for staff to refer to.
- The setting manager is aware of the current terrorist alert level, as available at www.mi5.gov.uk/threat-levels.
- We follow any additional advice issued by the local authority.
- Emergency procedures are reviewed and added to if needed.
- Information about this procedure is shared with parents and all staff are aware of their role during 'lockdown'.
- Suggested wording for parent message

Due to an incident we have been advised by the emergency services to secure the premises and stay put until we are given the 'all clear'. Please do not attempt to collect your child until it is safe to do so. We will let you know as soon as we are able to when that is likely to be. In the meantime we need to keep our telephone lines clear and

would appreciate your cooperation in not calling unless it is vital that you speak to us.

Lock-down procedures

If an incident happens the setting manager acts quickly to assess the likelihood of immediate danger. In most cases the assumption will be that it is safer to stay put and place the setting into 'lockdown' until the emergency services arrive. As soon as the emergency services arrive at the scene staff comply with their instructions.

During 'lock-down'

- Staff and children stay in their designated areas if it is safe to do so.
- Doors and windows are secured until further instruction is received.
- Curtains and blinds are closed where possible.
- Staff and children stay away from windows and doors.
- Children are encouraged to stay low and keep calm.
- Staff tune into a local TV or radio station for more information.
- Staff do NOT make non-essential calls on mobile phones or landlines.
- If the fire alarm is activated, staff and children remain in their designated area and await further instructions from emergency services, unless the fire is in their area. In which case, they will move to the next room/area, following usual fire procedures.

The door will not be opened once it has been secured until the manager is officially advised “all clear” or is certain it is emergency services at the door.

During lockdown staff do NOT:

- assemble in large open areas
- call 999 again unless there is immediate concern for their safety, the safety of others, or they feel they have critical information that must be passed on

Following lockdown:

- Staff will cooperate with emergency services to assist in an orderly evacuation.
- Staff will ensure that they have the register and children's details.
- Staff or children who have witnessed an incident will need to tell the police what they saw. The police may require other individuals to remain available for questioning.
- In the event of an incident it is inevitable that parents will want to come to the setting and collect their children immediately. They will be discouraged from doing so, until the emergency services give the 'all clear'. Staff will be always acting on the advice of the emergency services.

Recording and reporting

- The setting manager reports the lockdown to the trustees as soon as possible. In some situations, this may not be until after the event.
- A record is completed as soon as possible.

Further guidance

Members of the public should always remain alert to the danger of terrorism and report any suspicious activity to the police on 999 or the anti-terrorist hotline: 0800 789 321.

For non-emergency, call the police on 101.

All clear signal

The 'All Clear' will be signalled by the Manager/Deputy Manager or other person acting in such roles. That person will inform all concerned. A register/ roll call will be taken.

A log will be made of the incident, relevant authorities will be informed, parents notified and the incident investigated.

Kiveton and Wales Nursery will carry out an annual drill to highlight any issues and review the policy.

Links with other policies:

Health & Safety

Premises and Security

Arrivals and Departures

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Next review January 2026